



CITY OF MIDDLETOWN  
VACANCY ANNOUNCEMENT

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**POSITION TITLE:** Clerk – Recreation & Community Services

**SALARY RANGE:** \$16.94 - \$25.06 /hr (as of July 1, 2016)      **HOURS OF WORK:** 19.5 Hours per Week

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The City of Middletown is accepting applications for the position of Clerk-Recreation and Community Services. This position is located in the Recreation & Community Services Department. Completed City of Middletown *Application for Employment* forms must be received in the Human Resources Division **no later than 4:30 p.m. on July 6, 2016**. Complete job description and application forms may be obtained in the Human Resources Division, Room 206, Middletown Municipal Building, 245 deKoven Drive, Middletown, Connecticut 06457; or, applications can be printed from our website at [www.Middletownct.gov](http://www.Middletownct.gov). Click on *Employment*. (Faxed or e-mailed applications are not accepted.)

**MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB**

**FUNCTIONS:** High school diploma or equivalent with vocational/technical training in Bookkeeping or Accounting with five years of progressively responsible clerical/accounting experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

**Successful applicants must be able to demonstrate that they meet the above listed training and experience requirements, as stated on the application form, or application may be rejected.**

**POSITION PURPOSE:** The purpose of this position is to perform clerical work in support of department operations, to coordinate computerized operating system and to assist the public. The work is performed under the direction of the Director of Recreation and Community Services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES (Examples of):** Greets, screens, assists and directs visitors and callers; provides program information; supplies applications; responds to inquiries regarding registration, camps bussing and other department operations and activities; takes and relays messages. Operates the department computerized operating system (RecTrac); acts as main source of computer and accounts information. Prepares and submits weekly payroll for all department employees; enters payroll data into computer databases; enters Board of Education payroll data; compares and balances payroll reports. Processes program registrations, payments and refunds, grant funds and all monies received; balances receipts and general ledger; prepares and submits deposits. Prepares and processes purchase orders and invoices; coordinates signatures. Follows up on NSF checks. Prepares a variety of reports, documents and correspondence; prepares state grant reimbursements; processes invoices and balances ledger sheets. Orders all office supplies and maintains inventories; coordinates service and repair of office equipment. Processes program passes; mails out brochures application and registration receipts. Maintains department filing system, databases and spreadsheets. Maintains and updates current activity, title and rate of pay records for department personnel and Board of Education custodians. Performs other related functions as assigned or required.

**CLOSING DATE:** Completed *Application for Employment* forms must be received in the Human Resources Division **no later than 4:30 p.m. on July 6, 2016**. Incomplete applications or resumes submitted without the completed application form will not be considered.

The City of Middletown provides reasonable accommodation to persons with disabilities in accordance with the American with Disabilities Act (ADA). If you need accommodation in the application or testing process, please contact the Human Resources Department prior to the application closing date or the testing date, whichever is applicable.

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

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